

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE 1	OF PAGES 1
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 11/30/2007	4. REQUISITION/PURCHASE REQ. NO. AC-08-00638	5. PROJECT NO. (If applicable)		
6. ISSUED BY FAA, AMQ Acquisition Division (AMQ-310) 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4931			7. ADMINISTERED BY (If other than Item 6) FOR MORE INFORMATION, CONTACT: Randall L. Bratcher 405-954-8860 randall.bratcher@faa.gov			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) All Offerors				<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. DTFAAC-08-R-00638	
					9B. DATED (SEE ITEM 11) 11/20/2007	
				<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.	
					10B. DATED (SEE ITEM 13)	
*TO BE COMPLETED BY VENDOR IF NOT COMPLETE						
CODE		FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer is ☐ extended ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation on as amended, by one of the following methods:

(a) By completing Item 8 and 15, and returning ____ copies of the amendment; (b) acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hours and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14.
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return ____ copies to the Issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The Screening Information Request (SIR) for ISO 9001, ISO 14001, and OHSAS 18001 Registrar Services as referenced in block 9 above is hereby amended as follows:

- A. Section I – Contract Clauses. Delete page 36 and replace with the attached revised page 36, which incorporates Clause 3.14-3 "Foreign Nationals as Contractor Employees (July 2006) by reference.
- B. Statement of Work. Delete the Statement of Work dated 11/19/2007 and replace with the attached revised Statement of Work dated 11/30/2007.
- C. Add the attached Travel Authorization Form.
- D. Section J – List of Attachments. Delete page 37 and replace with the attached revised page 37.

All other terms, conditions, and provisions of the SIR remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

- 3.2.2.3-33 Order of Precedence (July 2004)
- 3.2.2.3-75 Requests for Contract Information (July 2004)
- 3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (April 1996)
- 3.2.5-1 Officials Not to Benefit (April 1996)
- 3.2.5-3 Gratuities or Gifts (January 1999)
- 3.2.5-4 Contingent Fees (October 1996)
- 3.2.5-5 Anti-Kickback Procedures (October 1996)
- 3.2.5-7 Disclosure Regarding Payments to Influence Certain Federal Transactions (June 1999)
- 3.2.5-8 Whistleblower Protection for Contractor Employees (April 1996)
- 3.3.1-1 Payments (April 1996)
- 3.3.1-6 Discounts for Prompt Payment (April 1996)
- 3.3.1-8 Extras (April 1996)
- 3.3.1-9 Interest (April 1996)
- 3.3.1-15 Assignment of Claims (April 1996)
- 3.3.1-17 Prompt Payment (January 2003)
- 3.3.2-1 FAA Cost Principles (October 1996)
- 3.4.1-10 Insurance--Work on a Government Installation (July 1996)
- 3.4.2-6 Taxes--Contracts Performed in U.S. Possessions or Puerto Rico (October 1996)
- 3.4.2-8 Federal, State, and Local Taxes--Fixed Price Contract (April 1996)
- 3.5-2 Notice and Assistance Regarding Patent and Copyright Infringement (April 1996)
- 3.6.1-3 Utilization of Small, Small Disadvantaged and Women-Owned, and Service-Disabled Veteran Owned Small Business Concerns (September 2001)
- 3.6.1-4 Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran Owned Small Business Subcontracting Plan (April 2007)
- 3.6.2-2 Convict Labor (April 1996)
- 3.6.2-9 Equal Opportunity (August 1998)
- 3.6.2-12 Affirmative Action for Special Disabled and Vietnam Era Veterans (April 2007)
- 3.6.2-13 Affirmative Action for Workers With Disabilities (April 2000)
- 3.6.2-14 Employment Reports on Special Disabled Veterans and Veterans of Vietnam Era (April 2007)
- 3.6.2-16 Notice to the Government of Labor Disputes (April 1996)
- 3.6.2-35 Prevention of Sexual Harassment (August 1998)
- 3.6.2-37 Notification of Employees' Rights Concerning Payment of Union Dues or Fees (April 2007)
- 3.6.2-39 Trafficking in Persons (July 2007)
- 3.6.3-2 Clean Air and Clean Water (April 1996)
- 3.6.3-16 Drug Free Workplace (January 2004)
- 3.6.4-10 Restrictions on Certain Foreign Purchases (April 1996)
- 3.6.5-1 Utilization of Indian Organizations and Indian Owned Economic Enterprises (January 1999)
- 3.8.2-10 Protection of Government buildings, Equipment, and Vegetation (April 1996)
- 3.8.2-19 Prohibition on Advertising (October 1996)
- 3.9.1-1 Contract Disputes (November 2002)
- 3.9.1-2 Protest After Award (August 1997)
- 3.10.1-7 Bankruptcy (April 1996)
- 3.10.1-12 Changes--Fixed-Price (April 1996)
- 3.10.1-12/alt1 Changes--Fixed-Price Alternate I (April 1996)
- 3.10.1-25 Novation and Change-Of-Name Agreements (January 2003)
- 3.10.2-1 Subcontracts (Fixed-Price Contracts) (April 1996)
- 3.10.6-1 Termination for Convenience of the Government (Fixed Price) (October 1996)
- 3.10.6-4 Default (Fixed-Price Supply and Service) (October 1996)
- 3.13-3 Printing/Copying Double-sided on Recycled Paper (April 1996)
- 3.13-5 Seat Belt Use by Contractor Employees (January 1999)
- 3.13-11 Plain Language (July 2006)
- 3.14-3 Foreign Nationals as Contractor Employees (July 2006)

STATEMENT OF WORK FOR

Registrar services to support FAA's Mike Monroney Aeronautical Center (MMAC)

1.0 BACKGROUND

The needs for this requirement are based on decisions by management at different levels within the MMAC organization to develop management systems that foster continual improvement in the areas of Quality, Environmental and Safety. Demonstration of management's commitment to these management systems will be achieved by receiving certifications to each of the following standards, ISO 9001:2000, ISO 14001:2004 and OHSAS 18001:2007.

Registrar services are needed to achieve and sustain certification to these standards. Initial certifications will occur within the 2008 and 2009 timeframe. Other organizations will be consolidated under these certifications in future years.

1.1 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR):

The Contractor Officer's Technical Representative (COTR) is formally designated this responsibility by the Contracting Officer to provide technical direction and Government oversight to the contractor on matters related to this contract.

The COTRs for this work will be identified after award of the basic contract.

2.0 SCOPE OF WORK

Registration services include, but are not limited to: pre-certification audits, certification audits, surveillance audits, recertification audits and other registrar services as needed. Registration services shall be negotiated and ordered as separate tasks with individual task statements of work.

2.1 Components of Work/Objectives

- 2.1.1 Pre-certification audits**
- 2.1.2 Certification audits**
- 2.1.3 Surveillance audits**
- 2.1.4 Recertification audits**
- 2.1.5 Other services**

3.0 REQUIREMENTS

The Contractor shall provide all personnel and services in order to provide the requirements and deliverables that will be specified in individual task orders. Deliverable schedule and pricing will be negotiated prior to award of individual task orders.

3.1 TASK 1 – Pre-certification audits

The contractor will provide the normal Registrar services that are required to perform a pre-certification audit for the in scope organizations to their respective standards.

- 3.1.1 Task 1 scope for specified organizations under the ISO 9001:2000 standard**
- 3.1.2 Task 1 scope for specified organizations under the ISO 14001:2004 standard**
- 3.1.3 Task 1 scope for specified organizations under the OHSAS 18001:2007 standard**

3.2 TASK 2 – Certification audits

The contractor will provide the normal Registrar services that are required to perform a certification

audit for the in scope organizations to their respective standards.

3.2.1 Task 2 scope for specified organizations under the ISO 9001:2000 standard

3.2.2 Task 2 scope for specified organizations under the ISO 14001:2004 standard

3.2.3 Task 2 scope for specified organizations under the OHSAS 18001:2007 standard

3.3 TASK 3 – Surveillance audits

The contractor will provide the normal Registrar services that are required to perform surveillance audits for the in scope organizations to their respective standards.

3.3.1 Task 3 scope for specified organizations under the ISO 9001:2000 standard

3.3.2 Task 3 scope for specified organizations under the ISO 14001:2004 standard

3.3.3 Task 3 scope for specified organizations under the OHSAS 18001:2007 standard

3.4 TASK 4 – Re-certification audits

The contractor will provide the normal Registrar services that are required to recertify the organizations to their respective standards.

3.4.1 Task 4 scope for specified organizations under the ISO 9001:2000 standard

3.4.2 Task 4 scope for specified organizations under the ISO 14001:2004 standard

3.4.3 Task 4 scope for specified organizations under the OHSAS 18001:2007 standard

3.5 TASK 5 – Other services

The contractor will provide other normally provided Registrar services that may include applying for certificates, mailing certificates and other administrative functions.

3.5.1 Task 5 scope for specified organizations under the ISO 9001:2000 standard

3.5.2 Task 5 scope for specified organizations under the ISO 14001:2004 standard

3.5.3 Task 5 scope for specified organizations under the OHSAS 18001:2007 standard

3.6 Employee headcounts for ISO 9001:2000 tasks

Mike Monroney Aeronautical Center ISO 9001 Scope		
Organization	# employees	# buildings
AMA + CMEL	687	19
AMB	12	1
AMC 1/2/3	15	1
AME	168	2
AMI	288	5
AMK 1/10	20	2
AML + Thomas Rd	692	19
AMP	303	6
AMQ	93	2
AMZ	335	4
AMC and CMEL SUMMARY	2663	28
MMAC building totals are not necessarily additive		

3.7 Employee headcounts for ISO 14001:2004 and OHSAS 18001:2007 tasks

Mike Monroney Aeronautical Center ISO 14001 and OHSAS 18001 Scope		
Organization	# employees	# buildings
AMC (excludes CMEL)	2662	27
ATO	1067	11
AVS	720	11
DHS	69	2
DOT	85	4
ASH	3	1
Misc Tenant Staff	114	2
TOTAL MMAC SUMMARY	4711	53
Center building totals are not necessarily additive		

4.0 DELIVERABLES

TASK	DESCRIPTION	DUE DATE
3.1.x	Pre-certification audits	As specified in the task order
3.2.x	Certification audits	As specified in the task order
3.3.x	Surveillance audits	As specified in the task order
3.4.x	Recertification audits	As specified in the task order
3.5.x	Other services	As specified in the task order

5.0 KEY PERSONNEL AND QUALIFICATION REQUIREMENTS

The positions and the minimum qualifications considered necessary for performance of the work are listed below:

LABOR CATEGORY	QUALIFICATION REQUIREMENTS
Lead Auditor	The contractor's lead auditor is a key person and must have led the audit of at least five large organizations with at least three being government facilities, one of which must be an aviation related organization, for compliance with ISO 9001:2000. A familiarity with the Federal Aviation Administration is highly desirable. The lead auditor must be certified by a national or international auditor certification body and have at least ten years experience in auditing QMS.
Auditor	Support auditors are key people who are employed on the various audit teams and they must have participated in at least twenty registration audits. The support auditor must be certified by a national or international auditor certification body and have at least five years experience in auditing QMS.

6.0 TRAVEL

Travel will be required to each location being audited and will be defined and approved, **in advance of actual travel** performance by the CO or COTR by completing and emailing/faxing the Travel Authorization Form (Attached) or the contractor's Travel Authorization Form that has been approved by the CO for use. The Travel Authorization Form must be submitted with the invoice. Travel expenses will be reimbursed in accordance with FAA Travel Policy, the Purchase Order Provisions, and clause 4531, Reimbursement of Travel Costs.

7.0 GOVERNMENT FURNISHED EQUIPMENT (GFE) AND SERVICES

The government will provide the following equipment to all contractor personnel based ON-SITE at customer locations -- desk space, local telephone service, and access to the internet. The contractor will not have access to FAA internal network systems.

A government escort will be maintained of the contract employee(s) at all times. The contract employee will be issued a Daily Escort required visitor pass.

8.0 PERIOD OF PERFORMANCE

The base year will be effective February 1, 2008 through January 31, 2009. Option years will run from February 1, 2009 through January 31, 2018.

9.0 HOURS OF PERFORMANCE

The contractor services shall be maintained and be consistent with Government personnel working hours Monday through Friday (excluding holidays) unless otherwise specified. Primary hours of performance for contractor personnel, unless otherwise specified, are from **8:00am to 4:30pm**.

10.0 PLACE OF PERFORMANCE

The Registrar services desired by MMAC will be performed at the following government sites.

Federal Aviation Administration
Mike Monroney Aeronautical Center
Office of Quality Systems and Business Resources Staff
6500 S. MacArthur Blvd., Headquarters Bldg., room 170
Oklahoma City, OK, 73169

Federal Aviation Administration
Center for Management and Executive Leadership
4500 Palm Coast Parkway, S.E.
Palm Coast, FL, 32137-8007

TRAVEL AUTHORIZATION FORM

CONTRACT NUMBER / TASK NUMBER: _____
NAME: _____
DESTINATION / REASON FOR TRAVEL: _____
DATES OF TRAVEL: _____

AIR / TRAIN (circle)	CONFIRMATION #: _____ <div style="text-align: right; font-size: small;">Office Use Only</div>
CARRIER: _____	PHONE: _____

DEPARTED	MONTH / DAY / HR	ARRIVED	MONTH / DAY / HR	FLIGHT #

AUTO RENTAL _____ <div style="text-align: center; font-size: x-small;">Amount / day x amount of days</div>	CONFIRMATION #: _____ <div style="text-align: right; font-size: small;">Office Use Only</div>
SIZE: <u>Compact (Unless otherwise authorized)</u>	
COMPANY: _____	PHONE: _____
Privately Owned Vehicle: YES NO	Government: YES NO
Estimated Mileage: _____	Cost: _____

MISCELLANEOUS		
METRO: _____	TAXI: _____	TOLLS: _____
OTHER: <u>MISC</u> _____	MISC COST: _____	

HOTEL / LODGING _____ <div style="text-align: center; font-size: x-small;">Per diem / day x number of days</div>	CONFIRMATION #: _____ <div style="text-align: right; font-size: small;">Office Use Only</div>
HOTEL NAME: _____	PHONE: _____
ADDRESS: _____	HOTEL COST: _____
M&IE: _____	M&IE COST: _____
Travel days (75% of M&IE) Mission days (100% M&IE) x number days	

GOVERNMENT AUTHORIZATION: _____ <div style="text-align: center; font-size: small;">Signed by CO or COTR</div>	ESTIMATED TOTAL COST: _____
PROGRAM MANAGER: _____ <div style="text-align: center; font-size: small;">Approval Signature</div>	
Revised 10/18/2006	

PART III – SECTION J – LIST OF ATTACHMENTS

ATTACHMENT	TITLE	DATE	NO. OF PAGES
1	Statement of Work Registrar Services to Support FAA's Mike Monroney Aeronautical Center and the Center for Management and Executive Leadership	11/30/07	4
2	Travel Authorization Form		1